

## T-4 Safety & Security Checklist for Visitors in SM-123

### *Prohibited items:*

- ☐ Weapons
- ☐ Explosives
- ☐ Illegal drugs
- ☐ Alcoholic beverages
- ☐ Anything generally illegal

### *Controlled items (generally not allowed):*

- ☐ Cell phones, *except* LANL-owned with batteries removed
- ☐ Cameras (unless approved by GL)
- ☐ Audio/video recorders (unless approved by GL)

- ☐ *Badge* display

### *Safety* — make sure visitor knows:

- ☐ Emergency exit & gathering place
- ☐ Telephone usage (8 for outside line)
- ☐ Emergency contacts (911, etc.)
- ☐ Label personal items
  
- ☐ Access to Pajarito Road & other vehicle access gates
  
- ☐ Parking restrictions (handicap, government, time-limited, etc. enforced)
  
- ☐ Allowed buildings & badge scanning
  
- ☐ Computer training — Click on “Computer Security” T Division home page  
Account cannot be created until this is done.
  
- ☐ Annual training — required for visit of 10 days or longer
  
- ☐ AIS Form 1865 for laptop computers
  
- ☐ LA-UR requirement for publication(s) with LANL author(s)

### *Foreign National visitors:*

- ☐ Form 982 completed
- ☐ Host, co-host, and Principal Technical Contact (PTC)
  
- ☐ Briefing by group leader (GL) — *preferably after PTC has gone over all of above.*

Visitor \_\_\_\_\_ PTC \_\_\_\_\_ Host \_\_\_\_\_

GL \_\_\_\_\_ Date \_\_\_\_\_